

**DRAFT**

**VIRGINIA FIRE SERVICES BOARD**  
**August 20, 2005**

A regular meeting of the Virginia Fire Services Board was held at the Hampton Convention Center in Hampton at 9:00am. Miss Lora Sharkey served as Chair.

**BOARD MEMBERS PRESENT**

Ed Altizer  
Kenneth Brown  
Gary Eads  
Thomas Fuqua  
Floyd Greene  
J. Chris Kollman  
Dennis Mitchell  
Brian Mullins  
Michael Reilly  
Lora Sharkey – Chair  
Richard Steinberg  
Susan Williams

**BOARD MEMBERS ABSENT**

Carl Garrison

**AGENCY MEMBERS PRESENT**

Scott Hechler  
Buddy Hyde – VDFP Liaison  
Nausheen Khan  
Christy King

**GUESTS PRESENT**

Gary R. Brown (Virginia Office of EMS)  
John Miller (for Board Member Carl Garrison of DOF)  
Robert Smith (Former Board Member)

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the June 2005 meeting. With no changes to the minutes, the June 4, 2005 meeting minutes were approved.

**CHANGES TO THE AGENDA**

Executive Director to speak first, then VFSB Chairman

**Unfinished Business:**

- A. ATL
- B. New Member Package
- C. Chief Steinberg's comments

**New Business:**

- A. Signing of Memorandum of Understanding

**PUBLIC COMMENTS**

Hampton City Chief and his department welcomed the staff and thanked all for the work done by the Board for the fire service and safety of the city of Hampton.

Mr. Brown noted that he was glad to be attending the VFSB meeting and looks forward to the EMS and fire service partnership in the new future.

**REPORT FROM THE EXECUTIVE DIRECTOR, VDFP**

**Executive Director's Report  
VFSB Meeting  
August 20, 2005**

The agency continues to move forward at a rapid pace.....

- VDFP will be administering the SAFER matching grant amount for award recipients in Virginia. The match is the 10% amount of the overall grant amount for the first year. The federal SAFER grant funding was \$65 million this year and is proposed at \$75 million for the second year. Our staff is ready to receive the Virginia applications once the federal share is awarded.
- Grants and Local Aid Manager Christine Lopilato has been hired <sup>and</sup> she is now the POC for burn building and ATL programs. There are currently new burn building projects and repair projects.
- Industrial fire brigade stake holder's meeting was held in Lynchburg at the RR Donnelly Company and was hosted by their fire brigade on July 26<sup>th</sup>.
- The Virginia Fire and Emergency Services higher education meeting will be at VDFP HQ in Glen Allen. The group will be the certificate/associate focus group and they will work on future curriculum revisions at this meeting on August 26, 2005.
- Our Mark Morton is working with VDEM personnel and team members to establish SOPs for the deployment of the 7 divisional heavy technical rescue teams.

- VDFP is assembling a highway safety stake holder's group meeting to discuss training of our first responders and others present at a highway incident. Other agencies that will be involved include VDOT, VSP, OEMS, DCJS, VDEM, DMV, I-95 Coalition, and many others.
- Public outreach attending and participating in safety fairs across state in Mid-September.
- Healthy Virginians Awards Ceremony held July 11
- Mecklenburg Burn Building Ground Breaking Ceremony

## FUTURE ACTIVITIES

- Needs Assessment Supplement Survey will be launch via [www.vafire.com](http://www.vafire.com).
- Town hall meetings to discuss and gain additional feedback for the strategic plan in September and stakeholder meetings will resume in each of our 7 divisions starting in August. We will be using staff from our executive leadership team to attend these and gather feedback throughout the state.
- VA Fire Services Weekend at NFA August 27 – 28, VCOC Summit in Charlottesville the same weekend.
- VDFP / OEMS Quarterly Meeting September 8 (signing bookstore MOA)

## COMMENTS FROM JOHN MILLER, DOF

Madame Chair thanked everyone for attending and wanted to give John Miller of the Department of Forestry (DOF) a few minutes to speak about DOF, a 'sister company' of Fire Programs.

Mr. Miller mentioned that Jim Gardner the former state forester was replaced by Carl Garrison. Jim Gardner created a PR division headed by John Campbell to give more information to the public about the goal and survival of the agency. It was also noted that the driving force of the agency is the timber harvest of the state. This brings a significant change to the agency because forestry must standardize the work of loggers, which can cause some frustration; however, it is important to regulate forestry throughout the state. The Dry Hydrant Program was also mentioned as an important aspect of Forestry. It was explained that there is now a mechanism by which Forestry and Fire Programs can administer the program. In 2005, 60 hydrants were installed and there were 5 repairs. \$118,000 was spent in total, as \$18,000 was carried over from the previous year.

The Preventative Maintenance Program was intended to have ISO involved with the Dry Hydrant Program. ISO asked for a way to certify the water source and to verify that the hydrants function properly. It was noted that ISO is currently under the process of certifying the hydrants installed by Forestry. Some board members suggested that Forestry should have a master list of all the dry hydrants in the state by enforcing localities to report to Forestry whenever the locality installs a hydrant.

Mr. Miller mentioned that in regards to the 2006 legislative session, Forestry may request funds for equipment replacement, but usually attempts to fight down legislation, rather than initiating legislative proposals. He also noted the need for more personnel which may be brought up during the next couple legislative sessions. It was noted that VDFP volunteered endorsement of any type if needed.

#### **COMMENTS FROM THE CHAIR, VFSB**

It was mentioned that the Diversity Conference in Richmond resulted in the desire for more diversity conferences and may pair themselves with state chiefs for staff support and advertisement, and that VDFP will be available to provide funding.

It was also noted that paperwork has been submitted for the ATL minimum proposals. Vice Chairman, Mr. Fuqua, has taken over the Administration, Policy and Finance committee, and Mr. Greene has taken over the Education and Training committee. It was also mentioned by the Chair that Mr. Mitchell has been reappointed to the VFSB. It was asserted that the discussion on Mandatory Certifications is only a discussion, so the board and agency will not move forward in attempting to enforce certifications at the present moment or in the near future.

#### **REPORT FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING**

##### **Topic: Augusta County Burn Building**

**Motion:** Increase the Augusta County Burn Building Construction Project to the current maximum amount of \$400,000 plus up to \$30,000 for A&E work.

**Discussion:** None

**Vote:** Motion carried

**Action:** Increase the Augusta County Burn Building Construction Project to the current maximum amount of \$400,000 plus up to \$30,000 for A&E work.

##### **Topic: Full Construction Requirements**

**Motion:** Recommend to the VFSB that notification letters be sent to all previously awarded burn building grant recipients that their respective project is either approved or not approved for funding. This letter will instruct approved jurisdictions that they must submit appropriate documentation to collect the first 25% of grant award no later than June 30<sup>th</sup>, 2006. Confirmation of this required action will be made by the training committee no later than June 30<sup>th</sup>, 2006.

**Discussion:** It was noted that Portsmouth requested to be dropped from the 'approved' list, and Westmoreland and Tazwell have been removed from the 'approved list.'

**Vote:** Motion carried

**Action:** Notification letters be sent to all previously awarded burn building grant recipients for approval or rejection.

**Topic: Bedford City/County**

**Motion:** Reconsider motion on Bedford City/County regional training to approve project for 400,000 + up to 30,000 A/E. Pending receipt of appropriate paperwork.

**Discussion:** It was noted that during the Burn Building Workshop, the Bedford city motion was to not approve funds. Then, during the committee meeting on August 19<sup>th</sup>, a new motion was considered to add them to list of 'approved localities.' It was reported that the Finance committee did not support the approval at this time due to the time table and the evaluation of the site and water source as not being complete.

**Vote:** Vote to table, motion carried

**Action:** To table the motion until the October meeting.

**Topic: Hanover County**

**Motion:** Add as a new repair project for Hanover County for up to \$65,000 to fuel the installation of exterior steel stairs w/foundation; vertical ladder, steel roof platform, and roof hatch; plus up to \$10,000 for A&E services to be performed in support above amendment. This is to be funded from FY2006 Burn Building Grant Fund.

**Discussion:** Finance committee supports the motion

**Vote:** Motion carried

**Action:** Hanover County as a 'new repair project' funded for a total of \$75,000.

**Topic: Burn Building Policy (Changes)**

**1<sup>st</sup> Motion:** Accept proposed changes to the Burn Building Policy as presented.

**Discussion:** It was explained that the categories on the burn building application will show the options: 1) New construction, 2) Burn building renovation and addition project [over \$10,000 or structural in nature], and 3) Burn building repair [less than \$10,000] and/or not structural in nature. It was mentioned that this is a more efficient program so that for small repairs, time is not wasted by approval, etc. The specific distinction is described in the policy. It was mentioned that VDFP is in support of this modification and that it should go to the OAG for review.

**Vote:** Motion carried

**Action:** Send to OAG review.

**2<sup>nd</sup> Motion:** In definition for Burn Building, change 'conflagration' to 'fire' and change 'science' to 'attack.'

**Discussion:** None

**Vote:** Motion carried

**Action:** Change language in the Policy

**Topic: 5 Year Plan (FY05-FY10)**

**Motion:** Recommend to the Full Board to seek a legislative change to amend *The Code of Virginia* section 38.2-401, Fire Services Grant Program, paragraph 1 to amend the second sentence by changing it to read: 'Beginning January 1, 2007, \$1,500,000 from...' The remainder of the section to remain the same.

**Discussion:** It was noted that the Finance Committee did not take action but did discuss it. It was reiterated that the Governors package has already been sent so this proposal cannot be taken to the GA this session. The Agency also expressed that the Board should wait until the next fiscal biennial to revisit the motion again, and the Board members concur.

**Vote:** The request to table was withdrawn and the Motion was defeated

**Action:** None

**Topic: Emergency Responders Safety Institute: Steve Austin**

**Motion:** Have chairman submit a letter of endorsement of the Emergency Responder Safety Institute concept of an ANSI Public Safety High Visibility Vest.

**Discussion:** It was mentioned not to endorse a particular vendor – only the design.

**Vote:** Motion carried

**Action:** Send letter to the Emergency Responder Safety Institute

The Board recessed at 10:15am

The Board reconvened at 10:30am

**REPORT FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL**

It was reported that the Fire Marshal Academy reported well, as normal. The Committee Chair also recognized Billy Shelton and the training staff as assets to the fire service, and he reiterated that the staff is doing a tremendous job.

It was reported that 3 people of the Code Committee will be attending the National Code conference in October, but that only 1 is being funded by VDFP.

It was also mentioned that an all day work session will occur in the near future to discuss the mini-grant policy. It was decided that later in the year during another work session, the fire prevention and control document will be discussed.

**REPORT FROM THE COMMITTEE ON ADMINISTRATION, POLICY & FINANCE**

**Topic: FY2006 Burn Building Spending Plan**

**Enclosure 1.** FY2006 Burn Building Spending Plan

**Motion:** Approve budget spending plan as presented.

**Discussion:** The Burn Building Spending Plan as a budget was discussed. It was noted that the Agency supports this initiative. It was asked when localities can begin requesting money for repair projects, and it was decided that the OAG must approve the plan before the 'new' requests, so tentatively by the October board meeting.

The 1403 Compliance was mentioned as an issue that should be nearly complete. The RFP is not completed as of now so many board members suggested waiting until the October board meeting to revisit.

**Vote:** Motion carried

**Action:** Budget Spending Plan approved

**Topic: Mid-Atlantic Association State Fire Commission in Charleston, WVA**

**Motion:** Spend up to \$2,000 to send two Fire Board members to Charleston, West Virginia to the Mid-Atlantic Association State Fire Commission.

**Discussion:** Board member Floyd Greene as volunteered to attend. It was suggested that an agency staff member should attend as well. The final decision should be made by August 30<sup>th</sup> by contacting the Board Clerk.

**Vote:** Motion carried

**Action:** Send 2 VFSB representatives & 1 VDFP representative to attend the conference.

**Topic: Mileage Costs**

**Motion:** Send letter to Secretary of Public Safety expressing concern over the mileage reimbursement rate and the possibility of reinstating the \$50 per day stipend for non-government members of the Board.

**Discussion:** Discussion ensued about the importance of the \$50 per day stipend to all Board members, not only government employees.

Another issue was that 32.5 cents per mile is not sufficient reimbursement due to the current national gas crisis.

It was noted that agency staff would research past bills to determine which (and when) proposals were sent to the General Assembly.

**Vote:** Motion carried

**Action:** Chairman to send letter to Secretary of Public Safety

**UNFINISHED BUSINESS**

**Topic: ATL Policy**

**Enclosure 2. – VFSB Aid to Localities (ATL) Policy [signed]**



**Motion:** None

**Discussion:** VFSB Chairman and VDFP Executive Director to sign the final ATL Policy.

**Vote:** None

**Action:** VFSB Chairman and VDFP Executive Director signed the final ATL Policy.

**Topic: New Board Member Information Packet**  
**Enclosure 3. – New Board Member Information Packet**

**Motion:** None

**Discussion:** Board member Gary Eads took initiative to formulate the 'new member packet' to ease the transition into the VFSB. It was suggested to make available more information especially to non-fire service related board members. The agency is working to formulate an informative PowerPoint presentation to new board members, as well as new staff.

**Vote:** None

**Action:** None

**Topic: Richard Steinberg**

**Motion:** None

**Discussion:** Chief Steinberg wanted to make clear that he had fully intended to put forth training or standards for firefighters before they go into a burning building or drive a fire truck. Chief Steinberg made clear that the Fire Service Council does not support this initiative, and that the Council has not taken a stand one way or another.

**Vote:** None

**Action:** None

**NEW BUSINESS**

**Topic: Memorandum of Understanding**  
**Enclosure 4. – Memorandum of Understanding [signed]**

**Motion:** None

**Discussion:** It was discussed that most board members are in agreement. Some members mentioned that many items are not addressed adequately. It was recommended to assign the bullets in the memo to the different committees to review the relationships.

The Memorandum of Understanding between the VFSB and VDFP was signed by the VFSB Chair and the VDFP Executive Director.

**Vote:** None

**Action:** None

Another Board member mentioned a program initiated by the Fire Health & Safety Sub Committee hosted by the Montgomery County Fire & Rescue Service in Montgomery County, MD from September 22-25<sup>th</sup>. 'Arrive Alive' is an important conference concerning driver training; driver supervision and accountability; apparatus maintenance and design; driver behavior and attitude; and department policies and procedures.

## **ADJOURNMENT**

The Committee adjourned at 11:34am

Clerk of the Committee  
Nausheen I. Khan

## **REVIEWED BY:**

\_\_\_\_\_  
Aubrey "Buddy" Hyde, Jr., Executive Director,  
VDFP

\_\_\_\_\_  
Date

## **Enclosures:**

1. – FY2006 Burn Building Spending Plan
2. – VFSB Aid to Localities (ATL) Policy *[signed]*
3. – New Board Member Information Packet
4. – Memorandum of Understanding (MOU) *[signed]*